

Clerical and Office Branch
Personnel Group
Personnel Series

PERSONNEL AIDE

09/92

Summary

Under immediate supervision, performs responsible clerical work in personnel administration in assigned function; performs related duties as required.

Typical Duties

Dispenses application materials to interested parties; reviews job applications for completeness and answers related questions from applicants; answers general questions regarding open positions and personnel matters; handles incoming departmental telephone traffic and mail.

Enters applicant information into computerized tracking system, and generates and mails eligible notices; assists in test administration and compiles exam statistics; prepares exam materials and booklets.

Schedules interviews and notifies eligibles of selection; indicates selection or other actions on eligible lists; assists with inprocessing of new hires, and requests paperwork from departments of origin for promotional candidates; advises departments of termination dates for temporary or provisional employees, and obtains appropriate paperwork; calls to recruit for temporary positions from job interest cards or eligible lists.

Explains Health & Life insurance options and fees, and benefit plan participation to new or current employees; submits or enters data into the automated information management system. Sends cancellation notices to employees on leave without pay, and makes insurance arrangements with same; converts insurance coverage for retiring employees; checks payroll records to verify maintenance actions.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and three years of clerical administrative experience including two years in public contact work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of current office practices and procedures; some knowledge of personnel policies and procedures; some knowledge of automated data entry and retrieval systems.

Ability to perform arithmetical calculations; ability to obtain pertinent information through oral interviews; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employee and the general public; ability to maintain records and prepare reports; ability to research and organize filing systems.

Skill in the operation and care of common office equipment.

Director of Personnel

Department Head